

The Minutes of the Regular Meeting of the Somerville Housing Authority (SHA) duly called and held on January 15, 2026.

The Regular Meeting of the Somerville Housing Authority was held in-person at the Mystic Activity Center at 530 Mystic Avenue, Somerville on Thursday, January 15, 2026, at 4:30 PM.

The Executive Director Diane L. Cohen called the roll at 4:42 PM. Upon roll call Commissioners present and absent were as follows:

PRESENT	ABSENT
Chairman Capuano	
Comm. Mannion (Arrived at 4:44 PM)	
Comm. Lemard	
	Comm. Rances
Vice-Chairman Zamer	

Others in Attendance: Arnaldo Velazquez, Director of Finance & Administration; Brian Langton, Director of Modernization; Shannon Bennett, Director of Resident Services; Lisa Taylor, Director of Admissions, Occupancy & Compliance; Matt Lincoln, Director of Leased Housing; Joe Macaluso, Development Consultant; Adam Garvey, Deputy Director; Emily Eschmann, Executive Secretary.

1. APPROVAL OF MINUTES

(a) Regular Board Meeting – December 11, 2025

Commissioner Lemard made a motion to approve the minutes of the Executive Session held on December 11, 2025. Commissioner Zamer seconded the motion.

All in favor: 3-0 (Commissioner Mannion was absent for the vote)

(b) Public Hearing – December 11, 2025

Commissioner Lemard made a motion to approve the minutes of the Regular Board Meeting on December 11, 2025. Commissioner Zamer seconded the motion.

All in favor: 3-0 (Commissioner Mannion was absent for the vote)

(c) Special Board Meeting – January 8, 2026

Commissioner Lemard made a motion to approve the minutes of the Regular Board Meeting on January 8, 2026. Commissioner Zamer seconded the motion.

All in favor: 3-0 (Commissioner Mannion was absent for the vote)

2. COMMUNITY INPUT/RESIDENT COUNCILS

None this month.

3. COMMUNICATIONS

None this month.

4. EXECUTIVE DIRECTOR'S REPORT

D. Cohen offered to respond to any questions from the Board. She reported that 168 families were either successfully relocated from Clarendon or screened from the waitlist through the coordinated efforts of the Leased Housing, Tenant Selection, and Maintenance departments. All departments collaborated to support these transitions. D. Cohen further stated that 17 leases have been executed for units at Waterworks II.

The Director of Admissions, Occupancy, and Compliance Lisa Taylor reported that leasing at Waterworks II is nearing completion, with 4 units remaining out of the 21 total units. Approximately six families remain at Clarendon; however, these families will be relocated, allowing the site to begin the close-out process.

Director of Resident Services, Shannon Bennett, reported that despite staffing shortages, her department experienced a highly successful December. She noted that 20 families received \$250 gift cards, 35 families received holiday toys, and two holiday parties were hosted for residents. S. Bennett also stated that Wi-Fi passwords will be distributed to residents at properties receiving free Wi-Fi service.

Director of Finance and Administration, Arnaldo Velazquez, informed the Board of updates to financial reporting and ongoing efforts to improve clarity and transparency in explaining the Authority's financial position. He noted that over the coming months, financial reports are expected to more accurately reflect current operations and finances.

5. DEVELOPMENT UPDATE (IF NECESSARY)

Development Consultant Joe Macaluso reported Clarendon Phase I is complete. He stated that Clarendon Phase II is progressing, with Preservation of Affordable Housing (POAH) anticipated to close by the summer 2026, allowing construction to begin in the fall. D. Cohen noted that as the final residents relocate from the Clarendon units, buildings will be boarded up. Once the site is fenced, fire alarm systems will

need to be maintained, and units will be removed from insurance coverage as appropriate.

J. Macaluso congratulated staff on the successful leasing up of Waterworks II, noting that full leasing is critical to meet financing obligations. He added that SHA is continuing to look ahead to future development opportunities and collaboration with the City of Somerville.

D. Cohen reported that the Monmouth property closing is expected to occur in early February, and that proceeds from the sale will be directed to the Executive Office of Housing and Livable Communities (EOHLC) to repay the loan used to fund Waterworks II.

6. PUBLIC SAFETY UPDATE (IF NECESSARY)

D. Cohen informed the Board that new police officer Ahmad Mtet has been hired and has completed all of his required training. Public Safety Consultant Charlie Femino coordinated the deputization process, which required significant effort. It was noted that language is currently missing in the City Charter regarding the Mayor's authority to grant police powers to SHA officers, and efforts to correct are underway.

Commissioner Zamer inquired about the process for obtaining police powers. Joe Macaluso stated that this represents a significant accomplishment for the Housing Authority and provided an overview of the process required to obtain police accreditation and authority.

7. NEW BUSINESS

(a) Design contract with C.A. Crowley Engineering, Inc. for the Weston Manor HVAC Controls Replacement Project.

Director of Modernization Brian Langton reported that Weston utilizes an all-electric heating system controlled by a centralized computer that monitors all thermostats. There are currently five replacement thermostats in inventory; however, once these are used, the thermostats will no longer be available for purchase. As a result, a full system upgrade will be required. B. Langton noted that the same engineering team previously engaged at Capen Court to complete a similar system upgrade is very reasonable and highly capable.

Commissioner Mannion made a motion to enter a design contract with C.A. Crowley Engineering, Inc. for the Weston Manor HVAC Controls Replacement Project for the sum of \$14,400.00. Commissioner Lemard seconded the motion.

All in favor: 4-0

(b) SHA Tenant on Tenant Harassment Policy.

Deputy Director A. Garvey stated that this policy was developed after Somerville and Cambridge Elder Services (SCES), along with S. Bennett, witnessed incidents of tenant-on-tenant bullying at events held in the community room at an elderly property. In response, SCES posted a temporary anti-harassment policy, which inspired SHA to adopt a formal policy outlining tenant responsibilities and SHA's commitment to reporting, addressing, and managing such incidents as necessary.

Commissioner Zamer made a motion to approve the SHA Tenant on Tenant Harassment Policy. Commissioner Lemard seconded the motion.

All in favor: 4-0

8. OPEN SESSION for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.

9. ADJOURNMENT

Commissioner Mannion made a motion to adjourn the regular meeting at 4:58 pm.

Commissioner Lemard seconded the motion.

All in favor: 4-0

Diane L. Cohen

Diane L. Cohen
Executive Director

ATTEST

A True Copy

Documents presented during the Somerville Housing Authority Board Meeting on January 15, 2026

- Agenda
- Copy of minutes from the Regular Board Meeting – December 11, 2025
- Copy of minutes from the Public Hearing – December 11, 2025
- Copy of minutes from the Special Board Meeting – January 8, 2026
- Executive Director’s Report
 - Report: Financial Report – November 2025
 - Report: Tenant Selection Report – December 2025: Public Housing and Leased Housing Waitlists
 - Report: Vacancy Report December 2025
 - Report: Section 8 Voucher Utilization & Spending Projection Reports as of January 2026
 - Report: Resident Services December 2025
 - Report: Public Safety – Monthly and Yearly Report - December 2025
 - Report: Work Orders Issued: December 2025
 - Report: SHA Modernization Contract Log – Active Jobs January 2026
- New Business 7(a): Memo: Weston Manor HVAC Controls Replacement Design Contract- SHA Job #2530
- New Business 7(a): C.A. Crowley Engineering, Inc. Proposal – SHA Weston Manor Thermostat Replacement
- New Business 7(b): Memo: Tenant-on-Tenant Harassment Policy
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